



STANDARDS OF APPRENTICESHIP
adopted by

WESTERN WASHINGTON MASONRY TRADES APPRENTICESHIP COMMITTEE

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
BRICK & BLOCK FINISHER		869.687-026	3750 HOURS
BRICKLAYER		861.381-018	6000 HOURS
MARBLE SETTER		861.381-030	6000 HOURS
POINTER, CLEANER AND CAULKER		869.664-014	6000 HOURS
TERRAZZO WORKER		861.381-046	7000 HOURS
TILE, TERRAZZO AND MARBLE FINISHER		861.664-500	4500 HOURS
TILELAYER		861.381-054	7000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

JANUARY 25, 1940

Initial Approval

JULY 18, 2003

Committee Amended

OCTOBER 19, 2001

Standards Amended (review)

JULY 18, 2003

Standards Amended (administrative)

By: LAWRENCE CROW
Chair of Council

By: PATRICK WOODS
Secretary of Council

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

The Western Washington Masonry Trades Apprenticeship Standards with supplements pertaining to the necessary work experience of the trade and a progressive wage scale, will, when approved by and registered with the Washington State Apprenticeship and Training Council, govern the training of apprentices in this industry. These Standards have been developed by the Bricklayers & Allied Craftsmen International Union of America, Local Union No. 1 of Washington, and employers participating in this apprenticeship program assisted by the Washington State Apprenticeship and Training Council, Department of Labor and Industries.

These Standards have been developed to assure a bricklayers and allied craftworkers apprenticeship program and are designed to include all manipulative work processes and related instruction needed or essential to the training of apprentices for all work normally performed by in the masonry industry.

These Standards are considered as the basic requirement for journey level qualifications and shall become the minimum requirements of any organization of employers and journey person in connection with the training of bricklayers and allied craftworkers.

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It is of paramount importance that all aspects of the trade, including safety practices and accident prevention, become a part of all training for those now in the trade and those who are entering.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area covered by these standards shall be as follows: All of King, Kitsap, Clallam, Island, Snohomish, Jefferson, Skagit, Whatcom, San Juan, Lewis, Thurston, Mason, Grays Harbor, Pacific, and Pierce Counties in the State of Washington. Operating headquarters: Seattle, Washington.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age: **Minimum 17 years.**

Education: **Must be a high school graduate or have a G.E.D. equivalent. Must provide official transcript or transcripts for high school or post high school education. For applicants who have credible experience in the skilled occupation for which they are applying and who demonstrate proficiency above the level of a beginning apprentice through their performance in a "Trades Test" may be granted an exception to this requirement.**

Physical: **Must be able to perform the rigorous manual labor required by trade and have the ability to work safely at high elevations.**

Testing: **Pass Drug Test.**

Other: **Must have current Washington State Drivers License and present a copy for J.A.T.C record.**

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At the time of application, high school and/or General Education Development transcripts must be submitted to the J.A.T.C or their representative.

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

1. Bricklayer; and Pointer, Cleaner, Caulker:

- a. **Applications will be available to anyone who is interested regardless of any other consideration. All persons desiring to serve an apprenticeship will be required to execute an application to be filled out in the presence of the secretary of the Apprenticeship Committee, his secretary, a member of the Apprenticeship committee, or any other person so designated by the Apprenticeship Committee. This application must be filled out by the applicant in his/her own handwriting without the assistance of any other individual.**
- b. **The fact that applications are available shall be made known to the local apprenticeship representative of the Bureau of Apprenticeship and Training, U.S. Department of Labor, the Washington State Apprenticeship Council, and the Washington State Department of Labor and Industries Apprenticeship Office.**
- c. **Information on apprenticeship openings and the application process will be available at the offices of the Western Washington Masonry Trades Apprenticeship Training Center located at 6770 East Marginal Way South, Seattle, WA 98108 - Building "C", between 7:00 AM and 3:30 PM on Mondays of each week.**
- d. **Applications will be available and accepted at the office of the Western Washington Masonry Trades Apprenticeship Training Center located at 6770 East Marginal Way South, Seattle, WA 98108 -**

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Building "C", between 7:00 AM and 3:30 PM on Mondays of each week.

- e. Applications will be accepted throughout the year as individuals express interest.**
- f. All application blanks will be serial numbered so that they can be accounted for.**
- g. There will be a book set up in which each line carries a number corresponding to the serial number of an application. Columns will be provided to show progress, by dates, and final disposition of each application.**
- h. Each applicant when requesting an application will sign the Register of Apprentice Applicants and be given a copy of the Selection Procedure at the time of application and a copy of the description of the Orientation Seminar, including the subject content, dress requirements and grading protocol.**
- i. When these step have been completed and noted on the Register of Apprentice Applicants form, the applicant will be contacted and scheduled for the orientation seminar.**
- j. All applicants who meet the minimum qualifications, including a score of 75% or higher on the orientation seminar will be instructed to appear before the Joint Apprenticeship and Training Committee or its designated subcommittee for an interview.**
- k. Interviews will be granted to those applicants who meet the minimum qualifications but not to those who lack in any one minimum qualification.**
- l. Those not accepted for an interview will not be reconsidered during the next series of interviews unless they have improved their qualifications in some way (further schooling, etc.), and shall be so notified.**
- m. All applications received since the last series of interviews will be processed to final disposition before any individual is accepted or rejected.**
- n. All applicants shall be notified as to whether they have been accepted or rejected.**
- o. After careful review of the applicant's education, work experience and information provided during the interview process, all qualified applicants for apprenticeship shall be placed on the eligibility list for apprenticeship.**
- p. Eligible applicants shall notify the Apprenticeship Office not less than every thirty (30) days to reaffirm their availability. Failure to do so may result in their removal from the list.**
- q. As apprenticeships become available, applicants will be selected from the eligibility list, in descending order of ranking, and will then complete a two-week pre-apprenticeship class.**

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- r. This selection procedure is on a nondiscriminatory basis as to sex, race, color, national origin, religion, or physical handicap, the latter of such nature as not to interfere in the performance of the trade.
 - s. After successfully completing the two weeks of pre-apprenticeship class, the applicant shall be offered an apprenticeship. If the applicant accepts the apprenticeship, they shall be registered with the Department of Labor and Industries, Apprenticeship Section, as a starting apprentice.
 - t. Applicants who wish to be evaluated for advanced placement in the apprenticeship program by the committee will furnish a written work history documenting previous experience in the masonry industry and shall be evaluated by the JATC or their representative, and registered at the appropriate period of apprenticeship based on education, work experience, and related training.
 - u. "Improvers", apprentices registered above the level of beginning apprentices, shall be assigned a tentative apprentice rate for placement with a contractor, and shall be evaluated during their probationary period by their employer, apprentice coordinator and a J.A.T.C. member to verify their level of qualifications merit their current level of apprenticeship and adjustment will be made if necessary.
 - v. **EXCEPTIONS:**
 - (1) An employee of a non-signatory employer, not qualifying at journey level, upon the employer becoming signatory, shall be evaluated by the J.A.T.C. or their representative and registered at the appropriate period of apprenticeship based on education, previous work experience and related training.
 - (2) If an individual who signs an authorization card during an organizing effort, wherein over fifty (50%) percent of the employees have signed, whether or not the employer becomes signatory, the individual not qualifying at journey level shall be evaluated by the J.A.T.C., or their representative, and registered at the appropriate period of apprenticeship based on education, previous work experience and related training.
 - (3). Program sponsors agree to admit into the apprenticeship individuals who become members solely by organizational effort, person completing Job Corps, those programs under the I.U. of B.A.C., or person who have completed committee approved pre-apprenticeship programs.
2. **Tilelayer; Terrazzo Worker; Marble Setter; Tile, Terrazzo and Marble Finisher:**
- a. Applications will be available to anyone who is interested regardless of any other consideration. All persons desiring to serve an apprenticeship will be required to execute an application to be filled

out in the presence of the secretary of the Apprenticeship Committee, his secretary, a member of the Apprenticeship committee, or any other person so designated by the Apprenticeship Committee. This application must be filled out by the applicant in his/her own handwriting without the assistance of any other individual.

- b. The fact that applications are available shall be made known to the local apprenticeship representative of the Bureau of Apprenticeship and Training, U.S. Department of Labor, the Washington State Apprenticeship Council, and the Washington State Department of Labor and Industries Apprenticeship Office.
- c. Information on apprenticeship openings and the application process will be available at the offices of the Western Washington Masonry Trades Apprenticeship Training Center located at 6770 East Marginal Way South, Seattle, WA 98108 - Building "C", between 7:00 AM and 3:30 PM on Mondays of each week.
- d. Applications will be available and accepted at the office of the Western Washington Masonry Trades Apprenticeship Training Center located at 6770 East Marginal Way South, Seattle, WA 98108 - Building "C", between 7:00 AM and 3:30 PM on Mondays of each week.
- e. Applications will be accepted throughout the year as individuals express interest.
- f. All application blanks will be serial numbered so that they can be accounted for.
- g. There will be a book set up in which each line carries a number corresponding to the serial number of an application. Columns will be provided to show progress, by dates, and final disposition of each application.
- h. Each applicant when requesting an application will sign the Register of Apprentice Applicants and be given a copy of the Selection Procedure at the time of application and a copy of the description of the Orientation Seminar, including the subject content, dress requirements and grading protocol.
- i. When these step have been completed and noted on the Register of Apprentice Applicants form, the applicant will be contacted and scheduled for the orientation seminar.
- j. All applicants who meet the minimum qualifications, including a score of 75% or higher on the orientation seminar will be instructed to appear before the Joint Apprenticeship and Training Committee or its designated subcommittee for an interview.
- k. Interviews will be granted to those applicants who meet the minimum qualifications but not to those who lack in any one minimum qualification.
- l. Those not accepted for an interview will not be reconsidered during the next series of interviews unless they have improved their

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- qualifications in some way (further schooling, etc.), and shall be so notified.
- m. All applications received since the last series of interviews will be processed to final disposition before any individual is accepted or rejected.
 - n. All applicants shall be notified as to whether they have been accepted or rejected.
 - o. After careful review of the applicant's education, work experience and information provided during the interview process, all qualified applicants for apprenticeship shall be placed on the eligibility list for apprenticeship.
 - p. Eligible applicants shall notify the Apprenticeship Office not less than every thirty (30) days to reaffirm their availability. Failure to do so may result in their removal from the list.
 - q. As apprenticeships become available, applicants will be selected from the eligibility list, in descending order of ranking, and will then complete an eight-week pre-apprenticeship class.
 - r. This selection procedure is on a nondiscriminatory basis as to sex, race, color, national origin, religion, or physical handicap, the latter of such nature as not to interfere in the performance of the trade.
 - s. After successfully completing the eight weeks of pre-apprenticeship class, the applicant shall be offered an apprenticeship. If the applicant accepts the apprenticeship, they shall be registered with the Department of Labor and Industries, Apprenticeship Section, as a starting apprentice, apply for membership with Bricklayers and Allied Craftworkers Local No 1 of Washington, and then complete four weeks of apprenticeship training.
 - t. After completing the four weeks of apprenticeship training, the apprentice is eligible for referral out to signatory contractors.
 - u. If the eight week pre-apprenticeship class and the four week apprenticeship class for new apprentices is not being offered by the training facility at the time the apprentice is offered an apprenticeship, then the applicant will be given a list of tile contractors for the purpose of seeking employment. The tile contractor will then be asked to register the applicant for the first year of his/her apprenticeship; additionally, the Committee may register an apprentice and seek work for him/her.
 - v. Applicants who wish to be evaluated for advanced placement in the apprenticeship program by the committee will furnish a written work history documenting previous experience in the masonry industry and shall be evaluated by the JATC or their representative, and registered at the appropriate period of apprenticeship based on education, work experience, and related training.
 - w. "Improvers", apprentices registered above the level of beginning apprentices, shall be assigned a tentative apprentice rate for placement with a contractor, and shall be evaluated during their

probationary period by their employer, apprentice coordinator and a J.A.T.C. member to verify their level of qualifications merit their current level of apprenticeship and adjustment will be made if necessary.

x. **EXCEPTIONS:**

- (1) An employee of a non-signatory employer, not qualifying at journey level, upon the employer becoming signatory, shall be evaluated by the J.A.T.C. or their representative and registered at the appropriate period of apprenticeship based on education, previous work experience and related training.
- (2) If an individual who signs an authorization card during an organizing effort, wherein over fifty (50%) percent of the employees have signed, whether or not the employer becomes signatory, the individual not qualifying at journey level shall be evaluated by the J.A.T.C., or their representative, and registered at the appropriate period of apprenticeship based on education, previous work experience and related training.
- (3). Program sponsors agree to admit into the apprenticeship individuals who become members solely by organizational effort, person completing Job Corps, those programs under the I.U. of B.A.C., or person who have completed committee approved pre-apprenticeship programs.

B. **Equal Employment Opportunity Plan:**

1. Participate in workshops, designed to familiarize potential applicants with the Western Washington Masonry Apprenticeship Program and current job opportunities.
2. Cooperate with school boards, and/or community colleges and/or vocational schools to develop programs, which prepare students for entrance into apprenticeship.
3. Engage in OUTREACH or other such programs, designed to recruit, pre-qualify and place minorities and women (minority and non-minority) in apprenticeship, such as ANEW, NOW or other non-traditional employment programs.
4. To encourage establishment and use of pre-apprenticeship preparatory trade training and to provided that those who engage in such programs, where available, designed to recruit, pre-qualify, and place minorities and women (minority and non-minority) in apprenticeship. (If signatory to OUTREACH program, attach appropriate documents).
5. Grant credit for previous trade experience or trade-related courses for all applicants equally.

- 6. Engage in such actions that will ensure that recruitment selection, employment and training of apprentices shall be without discrimination because of race, color, religion national origin, or sex.**

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

- A. The term of apprenticeship for Terrazzo Worker and Tilelayer shall be four (4) years and not less than 7000 hours of employment.**
- B. The term of apprenticeship for Pointer, Cleaner, and Caulker; Bricklayer; and Marble Setter shall be four (4) years and not less than 6000 hours of employment.**
- C. The term of apprenticeship for Tile, Terrazzo and Marble Finisher shall be two (2) and one-half years and not less than 4500 hours of employment.**
- D. The term of apprenticeship for Brick and Block Finisher shall be two (2) and one half years and not less than 3750 hours of employment.**

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The

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sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

All apprentices employed in accordance with these standards shall be subject to an initial probationary period not exceeding the first 20% of employment as an apprentice. The probationary periods shall be as follows:

A.	Terrazzo Worker and Tilelayer	1400 hours
B.	Bricklayer; Pointer, Cleaner, and Caulker; and Marble Setter	1200 hours
C.	Tile, Terrazzo, and Marble Finisher	900 hours
D.	Brick and Block Finisher	750 hours

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

The minimum ratio shall be one (1) apprentice to three (3) journey level workers for Bricklayer; Pointer, Cleaner, and Caulker; and Marble Setter. The minimum ration shall be one (1) apprentice to five (5) journey level workers for Tilelayer; Terrazzo Worker, Brick and Block Finisher; and Tile, Terrazzo, and Marble Finisher. In no case shall these ratios exceed one (1) apprentice to one (1) journey level worker in the employer's workforce.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

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The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

A. Bricklayer; Pointer, Cleaner, and Caulker; and Marble Setter

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0750 hours	50%
2	0751 - 2250 hours	55%
3	2251 - 3000 hours	60%
4	3001 - 3750 hours	70%
5	3751 - 4500 hours	80%
6	4501 - 5250 hours	90%
7	5251 - 6000 hours	95%

B. Tilelayer and Terrazzo Worker:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	50%
2	1001 - 2500 hours	55%
3	2501 - 3500 hours	60%
4	3501 - 4500 hours	70%
5	4501 - 5500 hours	80%
6	5501 - 6250 hours	90%
7	6251 - 7000 hours	95%

C. Tile, Terrazzo and Marble Finisher:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	50%
2	1001 - 2500 hours	55%
3	2501 - 3500 hours	60%
4	3501 - 4500 hours	70%

D. Brick and Block Finisher:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0750 hours	50%
2	0751 - 2250 hours	55%
3	2251 - 3000 hours	60%
4	3001 - 3750 hours	70%

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Apprentices will be advanced to the next percentage rate each six (6) months providing they have worked at least 750 hours at that rate of pay (unless otherwise stipulated above).

The Tilelayer Finisher, and Brick and Block Finisher with experience, who transfers to the apprentice classification, shall receive the Tilelayer Finisher's rate of pay until the apprenticeship wage schedule overtakes the Finisher's rate.

VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

A. Brick and Block Finisher: Approximate Hours

During his/her Apprenticeship, the finisher apprentice shall receive such instruction and experience in all branches of the trade, as are necessary to assist the Journey Level Bricklayer, in the performance of his/her duties. He/she shall also perform such duties on the job that are commonly related to the finisher apprentice.

1. Proper knowledge of tools and equipment	450
2. Proper knowledge of materials	450
3. Proper method of joining and finishing	650
4. Proper method of cleaning walls and floors	300
5. Mixing mud, by hand and with mixer	400
6. Proper knowledge of grout pumps and their uses	500
7. Proper method of grouting masonry walls	500
8. Proper knowledge of reinforcing steel	250
9. Proper knowledge of steel placement	<u>250</u>

TOTAL HOURS: 3750

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B. Bricklayer:

Approximate Hours

During apprenticeship, the apprentice shall receive such instruction in all branches of masonry, including the preparation of material for installation as is necessary to develop a practical and skilled mechanic, versed in the theory and practice of masonry. The apprentice shall also perform such other duties on the job as are commonly related to a masonry apprenticeship.

Following is a list of the work process objectives for a masonry apprentice:

1. Proper use of tools and equipment.....	400
2. Structure of mortars and bonding materials.....	400
3. Spreading and opening of all mortar beds	600
4. Knowledge of all burnt clay products	300
5. Knowledge of all masonry substitutes.....	450
6. Coverage of the entire field of brick bonds	400
7. Coverage of the entire field of masonry walls and appurtenances thereto	550
8. Pointing, cleaning, and waterproofing of masonry.....	550
9. Knowledge of all heat resisting masonry	350
10. Knowledge of modern fireproofing	400
11. Knowledge of pre-cast Cutting, setting, anchoring, cleaning, pointing.....	450
12. Knowledge of stone: cutting, setting, pointing	550
13. Staging and safety laws.....	300
14. Industrial hygiene	300

TOTAL HOURS: 6000

C. Marble Setter:

Approximate Hours

Following is a list of the work process objectives for a Marble Setter apprentice:

1. Proper use of tools and equipment.....	300
2. Structure of mortars and bonding materials.....	300
3. Painting, cleaning and waterproofing of masonry.....	500
4. Knowledge of terra cotta cutting, setting, anchoring, cleaning, painting.....	600
5. Knowledge of stone cutting, setting, painting.....	600
6. Staging and safety laws.....	400
7. Industrial hygiene	200
8. Knowledge of all masonry substitutes.....	600
9. Knowledge of stone cleaning and painting marble and stone.....	400
10. Related technical subjects	500
11. Proper anchoring of block and tackle for hoisting	300
12. Shoot water levels.....	300
13. Floor work	<u>1000</u>

TOTAL HOURS: 6000

NOTE: Preparation of sub-floor, fastening down of reinforcing for wood and concrete sub-floors. Preparation of concrete. Proper aggregates and consistency, laying concrete, installation of floor, layout important. Beating down of floor tile to predetermined level (use beating blocks). Removal of glued-on paper (where ceramics are used). Straightening of joints where it is found to be necessary. Application of rubbing sanding by the use of beating blocks. Washing off of surplus rubbing sand, may need more straightening, grouting of floor with plain Medusa cement, removal of cement scum from place of work.

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D. Pointer, Cleaner, and Caulker:

Approximate Hours

During apprenticeship, the apprentice shall receive such instruction relating to tuck pointing and cleaning of masonry construction, including the preparation and use of mortars, bonding materials, burnt clay products, masonry substitutes, stone and terra cotta. The proper use of tools, equipment, and the general trade practices relating to Pointers, Cleaners, and Caulkers.

Following is a list of the work process objectives for Pointer, Cleaner, and Caulker apprentices:

1. Proper use of tools and equipment.....	300
2. Structure of mortars and bonding materials.....	300
3. Knowledge of all burnt clay products	400
4. Knowledge of all masonry substitutes.....	600
5. Coverage of the entire field of masonry walls and appurtenances thereto	700
6. Pointing, cleaning and waterproofing masonry	1100
7. Knowledge of modern fireproofing	300
8. Knowledge of all heat resisting masonry	500
9. Knowledge of terra cotta cleaning and pointing	200
10. Knowledge of stone cleaning and pointing	300
11. Staging and safety laws.....	400
12. Related technical subjects	500
13. Knowledge of entire field of brick bonds.....	<u>400</u>

TOTAL HOURS: 6000

E. Terrazzo Worker:

Approximate Hours

Apprentices may be transferred by the Apprenticeship Committee from one contractor to another and from operation to operation in the shop of the contractor to enable the apprentice to acquire all the skills of the trade.

Following is a list of the work process objectives for a Terrazzo Worker apprentice:

1.	Shoot water levels.....	400
2.	Lay screeds, rod off concrete	700
3.	Lay out pattern design from sketches or plans	700
4.	Set grade strips (brass, metal, wood) set ground for terrazzo base and curbs.....	800
5.	Put up terrazzo base, wainscot and scratch coat	600
6.	Lay top cement, rod off, mix and sprinkle terrazzo	700
7.	Roll and trowel terrazzo fill to grade	400
8.	Build terrazzo steps and curbs.....	500
9.	Machine grinding and polishing, acid washing.....	700
10.	Make pre-cast terrazzo base steps, floor, wainscot, window stools and partitions.....	700
11.	Mix base concrete and top cement fill.....	400
12.	Care, use and maintenance of all tools of the trade	<u>400</u>

TOTAL HOURS: 7000

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F. Tile, Terrazzo and Marble Finisher:

Approximate Hours

During his/her apprenticeship, the Finisher apprentice shall receive such instruction and experience in all branches of the trade as are necessary to assist the Journey Level Tilesetter, Terrazzo Worker and Marble Setter in the performance of their duties. He/she shall also perform such duties in the shop or on the job that are commonly related to the finisher apprentice.

1.	Proper knowledge of tools and equipment	500
2.	Proper knowledge of materials	500
	Terrazzo, mosaic, marble, dex-o-tex, adhesive, tile (recognition of various types)	
3.	Sub-surface preparation.....	500
4.	Terrazzo grinding	550
5.	Marble polishing	550
6.	Mixing Mud	500
	Hand and mortar mix	
7.	Sawing	500
	Tile and marble	
8.	Forming pre-cast Terrazzo	350
9.	Grouting and sealing.....	550

TOTAL HOURS: 4500

G. Tilelayer:

Approximate Hours

Apprentices may be transferred by the Apprenticeship Committee from one contractor to another and from operation to operation in the shop of the tile contractor to enable the apprentice to acquire all the skills of the trade.

Following is a list of the work process objectives for a Tilelayer apprentice:

1. Preparation of Mortars400
 - a. Scratch coat
 - b. Float coat
 - c. Concrete
 - d. Floor mortar
 - e. Slacking lime mortarThe proper aggregates in each instance should be known.
2. Materials, Tools, and Equipment400
 - a. Familiarity with tools used in the trade
 - b. Proper care and company equipment and mechanic's tools
 - c. Recognition of the various tiles
 - d. Distribution of proper amounts of materials
 - e. Proper anchoring of block and tackle for hoisting
 - f. Grouting and cleaning of tiles using epoxy and polymer based grouts and their special cleaning agents.
3. Floor work1250
 - a. Preparation of sub-floor
 - b. Fastening down of reinforcing for wood and concrete sub-floors
 - c. Preparation of concrete; proper aggregates and consistency
 - d. Laying concrete
 - e. Installation of Floor, layout important
 - f. Beating down of Floor tile to pre-determined level (use beating blocks)
 - g. Removal of glued-on paper (where ceramics are used)
 - h. Straightening of joints where it is found to be necessary
 - i. Application of rubbing sand by the use of beating blocks
 - j. Washing off of surplus rubbing sand; may need more straightening

- k. Grouting of floor with plain medusa cement and epoxy and polymer based grouts and their special cleaning agents and removal of cement residue from floor and also front wall joints.
- 4. Metal Lath and Scratch Coat.....500
 - a. Remove plaster grounds at pre-determined height
 - b. Remove or bend all excess nails which may protrude in wall studs
 - c. Identify location of all water pipes by marking with pencil on plaster directly above pipes, their approximate size
 - d. Cut metal lath to proper size and nail securely to studs
 - e. Bend corners overlap sheets
 - f. Note electric outlets and provide for same
 - g. Mix scratch coat; proper aggregate and consistency
 - h. Application of scratch coats with proper tools
- 5. Installation of Tile Wainscoting.....650
 - a. Setting of float rods
 - b. Application of float bed
 - c. Proper application of wet pure cement to back of each individual tile just before setting it on float bed
 - d. Proper spacing of tile to ensure pre-determined layout
 - e. Smoothing wall to eliminate rough edges
 - f. Washing of surplus cement from face of tile caused from handling
 - g. Grouting of the job using medusa cement, epoxy or polymer based grouts.
 - h. Cleaning of job (acid or detergent)
- 6. Stall Shower Installation600
 - Preparation to receive metal lath, scratch coat setting bed and tile.
 - NOTE: Lead pan on floor should have adequate flange and have been thoroughly covered with asphalt to prevent corrosion. Also note position of drain in shower floor and adjust same before installing floor.
 - NOTE: Layout is very essential in shower installation and shower opening
- 7. Kitchen Installations-Residential600
 - Wall installations prepared and applied as in bathroom

8. Ceiling Installation-Kitchen.....400
- a. Wall installations prepared and applied as in bathrooms
 - b. Prepare and rough in with great care
 - c. Floating bed will change in aggregates and consistency
 - d. Installing sink drain boards of decks
 - e. Layout so that joints in ceiling meet joints on walls
 - f. Layout and installations of tile in residential and commercial kitchens (where possible) should be part of the on-the-job training.

NOTE: Operations are similar to those in bathroom.

9. Promenade Roofs300
- a. Absolutely sure of thorough waterproofing
 - b. Proper drainage
 - c. Layout
10. Fireplaces200
- a. Proper layout so as to ensure correct size of opening
 - b. Knowing how to install damper in proper position
 - c. Trade mathematics of fireplace installations can best be secured through related instruction.
11. Curbs, Stairs, Swimming Pools, And Decorative Layout800
- This type of tile work demands skillful layout and certain mathematics, Proper layout ensures correct installation of job. Related instruction is best suited for a foundation in this type of work.
12. Installation of Tile Fixtures200
- a. The proper size of opening in tile wall.
 - b. Size of fixture is pre-determined; usually set in cement.
13. Adhesives700
- Proper methods of installation for tile setting.

TOTAL HOURS: 7000

Note: It is recommended that a course be given to the apprentice in the use of water level, transit, plumb bob, steel square, etc.

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- (X) Supervised field trips
- (X) Approved training seminars
- (X) A combination of home study and approved correspondence courses
- (X) State Community/Technical college
- () Private Technical/Vocational college
- (X) Training trust
- () Other (specify):

Minimum RSI hours per year, (see WAC 296-05-305(5))

- **For the skilled Occupational Objective of Bricklayer the minimum hours shall be: 160 hours per year.**

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- **For the Skilled Occupational Objectives of Pointer, Cleaner and Caulker, Tilelayer, Terrazzo Worker, Marble Setter and Tile, Terrazzo and Marble and Brick/Block Finisher the minimum hours shall be: 144 hours per year.**

Additional Information:

A. Bricklayer and Brick/Block Finisher Apprentices

1. **Proper use and care of tools**
2. **Structure of mortars and bonding material**
3. **Knowledge of all burnt clay products**
4. **Knowledge of all masonry substitutes**
5. **Staging and safety laws (State Industrial film and lecture)**
6. **Proficiency in laying brick to the line, leads and piers**
7. **Saws (safety-different kinds-blades; wet/dry)**
8. **Coverage of entire field of brick bonds**
9. **Coverage of entire field of masonry walls and appurtenances thereto.**
10. **Pointing, cleaning and waterproofing of masonry**
11. **Knowledge of heat-resisting masonry**
12. **Knowledge of fireproofing**
13. **First-Aid (Industrial Card)**
14. **Fireplaces**
15. **Knowledge of pre-cast: cutting, setting, anchoring, cleaning, and pointing**
16. **Knowledge of stone (natural and artificial)**
17. **Knowledge of transit and level and water level**
18. **Knowledge of basic blueprints and layouts**
19. **Knowledge of how to use local building codes**
20. **Social-economic lecture**

B. Pointer, Cleaner and Caulker Apprentices

1. **Pointing, cleaning and waterproofing of masonry**
2. **Proper use and care of tools**
3. **Structure of mortars and bonding materials**
4. **Knowledge of all burnt clay products**
5. **Knowledge of all masonry substitutes**
6. **Staging and safety law (State Industrial film and lecture)**
7. **Saws (safety-different kinds-blades wet/dry)**
8. **Coverage of entire field of brick bonds**
9. **Coverage of entire field of masonry walls and appurtenances thereto**
10. **Knowledge of heat resisting masonry**
11. **Knowledge of fireproofing**
12. **First Aid (Industrial Card)**
13. **Knowledge of terra cotta and glaze tile (cleaning, pointing, and caulking)**
14. **Knowledge of stone: pointing**
15. **Knowledge of transit and level and water level**
16. **Knowledge of basic blueprints and layouts**
17. **Knowledge of how to use local building codes**

18. Social-economic lecture

C. Tilelayer and Terrazzo Worker Apprentices:

- 1. Trade mathematics**
- 2. Architectural drawing**
- 3. Blueprint reading**
- 4. Layout work**
- 5. Sketching**
- 6. Trade terminology**
- 7. Handbook reading**
- 8. Tools of the trade, correct names, uses, care**
- 9. Material use-preparation**
- 10. First Aid (Industrial Card)**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

Each apprentice will be required to achieve a high degree of job performance and will be required to complete a basic course of related instruction. After employment, any apprentice who cannot or does not perform will be removed from the program by the Joint Apprenticeship and Training Committee.

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- 1. Before each period of advancement, the Apprenticeship Committee shall review for recommendation the progress that each apprentice has made in related instruction work and on-the-job work. If the Apprenticeship Committee does not agree on the advancement or other action for an apprentice, both management and union representatives shall present their assessment of the apprentice's qualifications and progress within the apprenticeship program to the Apprenticeship Committee for their review and determination.**
- 2. Failure on the part of the apprentice to show regular attendance at classes will be deemed sufficient cause for the Apprenticeship Committee to drop the apprentice from the entire training system, specifically two (2) unexcused absences, either successive or separate, from apprentice class attendance shall cause the termination of the absent apprentice from the entire training program. An absence shall be deemed excused only when the instructor and the Western Washington Masonry Apprenticeship Committee are satisfied that just cause for the absence exists.**
- 3. Attendance at school is mandatory. Any apprentice who has absences must have them made up by the time the J.A.T.C. meets, or they shall have their raises held up until school absences have been made up and their apprenticeship extended the same amount. It will be up to each apprentice to make arrangements with the Coordinator and/or instructor when this obligation is to be taken care of.**
- 4. If the apprentice is below an acceptable level in class or on-the-job attendance, quality of work, attitude or any other situations requiring disciplinary action, the apprentice will receive a written notice [twenty (20) days in advance] of possible corrective action (including possible removal from the apprenticeship program), and an explanation of the apprentice's deficient performance. The apprentice may be advised that without improved performance by the next J.A.T.C. meeting, the apprentice may be terminated from the program.**
- 5. Each apprentice shall maintain regular on-the-job attendance. Absences and/or tardiness will not be tolerated. Failure to comply with the above could be cause for the apprentice to be dropped from the program. No apprentice shall quit a job nor shall an employer fire an apprentice without either party first notifying the committee representative and giving the committee representative the opportunity to work out the problem. Failure to do so could be cause for the apprentice to be dropped from the program or the employer to be decertified as a place of training.**
- 6. Each apprentice is required to fulfill their entire yearly instructional hours requirement regardless of any extenuating circumstances. Apprentices**

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failing to complete the appropriate level of related instructional training will not be advanced to the next wage progression and could be dropped from the apprenticeship program after due process by the J.A.T.C.

7. In accordance with the State and Federal safety regulations, it is expected that apprentices during their time either on-the-job or participating in related training shall be in compliance with WAC 296-24-084, Occupational Head Protection.
8. All apprentices are required to read, sign and adhere to, the attached "Western Washington Masonry Trades Apprenticeship Committee - List of Rules and Policy Statement." Failure to adhere to and follow the List of Rules and Policy Statement could result in the pre-apprentice or apprentice being dropped from the program.

B. Local Apprenticeship Committee Policies

"Western Washington Masonry Trades Apprenticeship Committee - List of Rules and Policy Statement"

The Western Washington Masonry Trades Apprenticeship Committee (WWMTAC) is managed according to the Standards of Apprenticeship as submitted to and approved by the Washington State Apprenticeship and Training Council. A joint labor/management Apprenticeship and Training Committee (J.A.T.C.) administers and runs the program.

Following, you will find a partial list of the rules of this program. Consult the Standards of Apprenticeship for a complete list of operating rules and procedures. These standards govern the training of masonry apprentices.

A copy of the Standards of Apprenticeship is available in this office when you wish to see them. You will receive a personal copy of the Standards of Apprenticeship after you become an apprentice. The union staff will gladly answer your apprenticeship questions. You should submit complaints in writing to the J.A.T.C.

1. ELIGIBILITY:

- A. Eligible apprentice applicants shall contact the Union office not less than every thirty (30) days to reaffirm their availability. Failure to do so may result in their removal from the list.
- B. Registered apprentices, who are out of work, shall call the Union office every week to maintain their name on the out of work list.

2. PROBATIONARY PERIOD:

All apprentices employed in accordance with the Standards of Apprenticeship shall be subject to an initial probationary period as stated in the standards.

3. CLASS ATTENDANCE:

- A. Once you become an apprentice, prior to attending school, we will require that you pay a registration and book fee. You must pay these fees on or before their due date. We will require that you attend classes and related training as directed by the J.A.T.C.**
- B. It is your responsibility to be on time for class and sign the attendance sheet to receive credit for class attendance. Apprentices will not attend class while under the influence of drugs or alcohol.**
- C. You must submit a doctor's excuse within three days of any absence by medical reasons. You must submit an employer's excuse within three days of any absence caused by any requirement that you work late or that you work out of town. If you are required by your employer to work on a Saturday when you should be attending class, only employer excuses received at the Union office prior to that weekend will be accepted. You will be held responsible for the submission of any excuses, not your doctor or your employer. The J.A.T.C. may deny any excuse you submit late.**
- D. You will be required to make up any class hours missed whether through an excused or unexcused absence.**
- E. You agree that if you do not attend classes as directed, the J.A.T.C. may cancel your apprenticeship agreement or assess any other disciplinary action as allowed in the Standards of Apprenticeship.**
- F. As an apprentice, you will conduct yourself in a way that is consistent with ordinary, reasonable, common sense rules of conduct and which is an asset to the masonry industry.**

4. HOURLY PROGRESS REPORTS:

- A. You will be given an apprentice hours reporting book. You will be required to submit on a monthly basis to the Apprenticeship coordinator or the J.A.T.C. an apprentice hours report documenting your on-the-job working hours. This report will be used to give you your raises as you complete hours of employment and progress through the wage progression to journey level.**
- B. You agree that if you do not submit progress reports as directed, the J.A.T.C. may cancel your apprenticeship agreement or assess any other disciplinary action as allowed in the Standards of Apprenticeship.**

5. WAGE INCREASES:

- A. As an apprentice, your permanent file will be subject to review by the Committee before each wage advancement decision. We will ask that your employer and your instructor evaluate your progress before each wage advancement decision.**

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- B. We will not automatically grant your wage increases to you. The J.A.T.C. decides whether you will receive a raise. All pertinent information regarding your apprentice training may be considered by the Committee prior to upgrading. This may include but will not be limited to classroom attendance, work attendance, hourly progress reports, attitude, instructor and employer evaluations, on-the-job training progress and supplemental training.**
- C. The J.A.T.C. reserves the right to FREEZE your rate or REDUCE your rate if your progress is not satisfactory.**

6. OTHER:

- A. Each new apprentice must have a valid First Aid and CPR card before they can be referred out to a contractor. All Improver apprentices must obtain a valid First Aid and Safety card within 30 days of being registered to the J.A.T.C.**
- B. Each new apprentice and Improver apprentice shall attend and participate in a COMET organizational class during his/her first year of apprenticeship.**
- C. Each apprentice must read and comply with the following Rules of Related Training while at the WWMTAC facility.**

7. WWMTAC TRAINING FACILITY RULES AND POLICES:

- A. SCHOOL ATTENDANCE: Apprentices must be in the training facility at least fifteen (15) minutes prior to starting time.**
- B. UPON ARRIVAL: Apprentices must sign their name and time of arrival.**
- C. ABSENCES: Anyone with two unexcused absences will be dropped from the apprenticeship program.**
- D. TARDINESS: Anyone late three times will be dropped from the apprenticeship program.**
- E. Anyone signing in for someone else shall be referred to the J.A.T.C. for disciplinary action.**
- F. FIGHTING: Anyone fighting, regardless of the reason, will be dropped from the apprenticeship program.**
- G. STEALING: Anyone caught stealing, regardless of what or from whom, shall be dropped from the apprenticeship program.**
- H. All apprentices will take turns mixing mortar and grout. No one is excused.**
- I. At the end of the day, all apprentices will assist one another in taking down work and cleaning up areas.**
- J. All apprentices must be dressed in PROPER ATTIRE:**
 - 1. Blue Jeans**
 - 2. T-shirt**
 - 3. Work shoes**
 - 4. Hard hat and safety glasses while in the work area.**
- K. Any apprentice not wearing the proper attire will be sent home, and will receive an unexcused absence.**

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- L. TOOLS:** Any tools issued to apprentices shall not be removed from the premises. Any apprentices caught doing so will be dropped. Each student will bring to class the tools required for his/her wage progression according to the tool requirement list. If you do not have the proper tools, you will not be permitted to work in the shop area and will be required to spend time in the classroom.
- M. Safety Equipment and Clothing** shall be worn when working around machinery and hazardous materials. Failure to adhere to and follow all safety rules on the job or in the school could result in disciplinary action.
- N. ALCOHOL AND DRUGS:** Any apprentice found in possession of any alcoholic beverage, illegal drug or other "controlled substance", or "drug paraphernalia" anywhere on the premises of the training facility, its campus or at the site of any "work-out" project sponsored by the J.A.T.C. or its Trust shall be immediately terminated from the program.
- O. SAW ROOM SAFETY:** Any apprentice using the Masonry or Tile saw will be required at all times to wear the following equipment, with no exceptions.
 - 1. Hard hat**
 - 2. Safety Glasses**
 - 3. Gloves**
 - 4. Apron**
 - 5. Hearing protection**

Failure to follow the Saw Room Rules will result in termination from the apprenticeship program.

I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE RULES AND POLICIES AS PRESENTED HERE AND IN THE STANDARDS OF APPRENTICESHIP. I ACCEPT THE OBLIGATIONS OF APPRENTICESHIP

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THAT WILL ACCOMPANY THE APPROVAL AND ACCEPTANCE OF THE APPLICATION.

I NOW AGREE THAT DURING THE TERM OF MY APPRENTICESHIP AGREEMENT, I WILL COMPLY WITH AND BE BOUND BY ALL APPLICABLE RULES AND REGULATIONS OF THE WASHINGTON STATE APPRENTICESHIP AND TRAINING COUNCIL AND ALL THE RULES, POLICIES, REGULATIONS AND AMENDMENTS ADOPTED BY THE WESTERN WASHINGTON MASONRY TRADES APPRENTICESHIP COMMITTEE AND THEIR APPLICABLE STANDARDS.

Apprentice's Signature

Date

J.A.T.C. Member

Date

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C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties

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- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.
- B. Program Operations (Chapter 296-05 WAC - Part C & D):
 1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.
 2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
- Authorization of Signature - as necessary

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- Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
 - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
 - Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
- Additional credit
- Suspension (i.e. military service or other)

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- Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
 6. Hear and adjust all complaints of violations of apprenticeship agreements.
 7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.

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2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: **A quorum to conduct business for these standards shall consist of at least 2 employee and 2 employer committee members.**

Program type administered by the committee: **GROUP JOINT**

The employer representative must meet the following qualifications:

1. **During the time the person serves as a committee member, the representative must be an owner or officer of a currently participating employer and must have been an owner or officer of an employer for over five years (though not required to be participating for five years); OR**
2. **The representative must have been an employer in the current territory of the W.W.M.T.A.C. for over ten years, with at least five years as a participating employer.**

The employee representative must meet the following qualifications:

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1. During the time the person serves as a committee member, the representative must be a member of the local participating union and must have been a member of the union for over five years: OR
2. The representative must be member of the local union and must have been a member of a local affiliated with the international union whose local is the participating local union in the current territory of the W.W.M.T.A.C.

The Apprenticeship Committee shall be composed of equal representation from Management and Labor representing their respective organizations and selected by the groups they represent. Management representatives shall be composed of the following;

Two (2) members representing the Washington State Conference of Mason Contractors;

One (1) member representing the independent mason contractors;

One (1) member representing the restoration contractors;

One (1) member representing the caulking contractors; and

One (1) member representing the tile contractors

The employer representatives shall be:

James C. Taylor Jr., Chairman
8314 Spruce Street SW
Tacoma, WA 98498

Joel Jacobson
Ballard Station/PO Box 70110
Seattle, WA 98107

Sid Cook
14326 Bear Creek Road NE
Woodenville, WA 98072

Tom Henderson
27013 Pacific Highway S #313
Des Moines, WA 98198

Ron Adams
PO Box 44668
Tacoma, WA 98444

Wayne Belcher
PO Box 240
Seahurst, WA 98062

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The employee representatives shall be:

**Dennis Becker, Secretary
6314 - 7th Avenue South
Seattle, WA 98108**

**Benny Wright
6314 - 7th Avenue South
Seattle, WA 98108**

**Gary Davis
6314 - 7th Avenue South
Seattle, WA 98108**

**Norman Sleeper
1300 SW Campus Drive #71
Federal Way, WA 98023**

**Bruce Smart
10006 Myers Way S.
Seattle, WA 98168**

**William Cavin
6314 - 7th Avenue South
Seattle, WA 98108**

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Randy Johnson, Coordinator
6314 - 7th Avenue South
Seattle, WA 98108**